

STATE OF CALIFORNIA

DEPARTMENT OF THE YOUTH AUTHORITY



**YOUTH CORRECTIONAL OFFICER &
YOUTH CORRECTIONAL COUNSELOR**
(Peace Officer Classifications)

Open Statewide Examinations

**WHO SHOULD
APPLY:
HOW TO APPLY:**

Applicants who meet the minimum qualifications as stated below. *Once you have taken the written examination and are not successful you may **not** re-apply for 12 months.*

~Option #1~

FILE BY MAIL: Applications for the Youth Correctional Officer and Youth Correctional Counselor written examinations are accepted on a continuous basis. State applications (Form 678) are available at Youth Authority office/facilities and offices of the Employment Development Department. Mail your application to the Department of the Youth Authority, 4241 Williamsborough Drive, Suite 115, Sacramento, CA 95823.

~Option #2~

FILE VIA THE INTERNET: To apply and schedule an appointment to take the written test connect to:

<http://www.spb.ca.gov/examstart>

Internet application and scheduling process for the Youth Correctional Officer and Youth Correctional Counselor written examinations is available on a continuous file basis. Applicants will respond to questions regarding their ability to meet the minimum qualifications, as well as provide their contact information. An immediate minimum qualification determination will be made by the on-line system. If an applicant meets the minimum qualifications, he/she will be allowed to select a date and time to take the written examination. Applicants will be required to verify that they meet minimum qualifications as stated on their application prior to receiving an offer of employment, or if requested to do so by the Youth Authority.

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located, and the policies related to usage. DO NOT contact the Youth Authority or the State Personnel Board for this information.

***SPECIAL TESTING
ARRANGEMENTS:***

If you have a disability and need special testing arrangements, mark the appropriate box of the “Examination Application.” You will be contacted to make specific arrangements.

SALARY RANGES:

YOUTH CORRECTIONAL OFFICER

<i>Range A:</i>	\$2272.00	(Academy)
<i>Range B:</i>	\$2675.00 - \$3094.00	(Apprenticeship Program)
<i>Range C:</i>	\$3538.00 - \$4356.00	(Upon Completion of Apprenticeship Program)
<i>Range J:</i>	\$2809.00 - \$3249.00	
<i>Range K:</i>	\$3764.00 - \$4574.00	

YOUTH CORRECTIONAL COUNSELOR

<i>Range A:</i>	\$2272.00	(Academy)
<i>Range B:</i>	\$2936.00 - \$3400.00	(Apprenticeship Program)
<i>Range C:</i>	\$3933.00 - \$4782.00	(Upon Completion of Apprenticeship Program)
<i>Range J:</i>	\$3083.00 - \$3570.00	
<i>Range K:</i>	\$4130.00 - \$5021.00	

***ELIGIBLE LIST
INFORMATION:***

A statewide eligible list will be established. Names of successful candidates will be merged in order of final score, regardless of date. Eligibility expires 48 months after it is established unless the needs of the service and conditions warrant a change in this period.

***REQUIRED
IDENTIFICATION:***

Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the written test.

***REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION:***

All applicants must meet the education and/or experience requirements for these examinations by the written test date.

THIS BULLETIN CANCELS AND SUPERSEDES THE EXAM BULLETIN ISSUED MARCH 8, 2002

Department of the Youth Authority
Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823
Toll Free: (866) 466-4CYA
(866) 466-4292

Youth Correctional Officer
Class Code: WU90-9579
Youth Correctional Counselor
Class Code: WU65-9581
Final Filing Date: Continuous Filing

MINIMUM
QUALIFICATIONS:

Youth Correctional Officer

Education: Equivalent to graduation from high school. (See General Information for acceptable high school equivalency.)

Youth Correctional Counselor
PATTERN I

Experience: Two years of California state service performing the duties of a Youth Correctional Officer (two years is equivalent to 4,160 hours).

And

Education: Successful completion of three semester units from an accredited college or university in each of the following areas:

- 1. Social/Behavioral Science or Administration of Justice

And

- 2. English 1A or a writing course that is transferable to a state college or university.

Or
PATTERN II

Education: Equivalent to graduation from a four-year college or university. (Registration as a senior in an accredited college or university will admit applicants to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. {To meet this requirement, applicants must be graduating within 12 months of the written test date.})

Or
PATTERN III

Education: Equivalent to completion of two years (60 semester units) of college.

And

Experience: Two years of experience working with youth in one or a combination of the following (two years is equivalent to 4,160 hours).

- 1. Youth Correctional Agency
- 2. Parole or Probation Department
- 3. Family, Children, or Youth Guidance Center
- 4. Juvenile Bureau of Law Enforcement
- 5. Education or Recreation Agency

SPECIAL PERSONAL
CHARACTERISTICS:

Emotional maturity and stability; demonstrated leadership ability; empathetic and objective understanding of the problems of youthful offenders in custody; honesty; integrity; tact; patience; high moral standards; neat personal appearance; keenness of observation; continuing satisfactory record as a law-abiding citizen; willingness to work impartially with and accept the various racial, ethnic, and cultural differences of the youthful offenders in custody; punctuality and willingness to work various shifts, including weekends and holidays and to report for duty at any time emergencies arise; sound physical, mental and emotional condition; strength, endurance, and agility necessary to meet the demands of the job; visual acuity sufficient to meet the demands of the job (for specific vision requirements see "Special Physical Characteristics"); and hearing sufficient to meet the demands of the job.

ADDITIONAL
DESIRABLE
QUALIFICATIONS:

Possession of a valid drivers license; a commercial drivers license is necessary for persons performing youth conservation fire camp or transportation officer duties.

POSITION
DESCRIPTIONS:

Youth Correctional Officer

A Youth Correctional Officer, under supervision in a Department of the Youth Authority facility, (institution, camp, drug treatment center, Departmental Transportation Unit or special community program) is responsible and accountable for the security, custody, and supervision of youthful offenders in their daily living and activity programs. Positions are located at each of the Youth Authority facilities statewide.

Youth Correctional Counselor

A Youth Correctional Counselor, under supervision in a Department of the Youth Authority facility, (institution, camp, drug treatment center or special community program) is responsible and accountable for the counseling, supervision and custody of an assigned group of youthful offenders in their daily living and activity programs. Positions are located at each of the Youth Authority facilities statewide.

EXAMINATION
INFORMATION:

This examination will consist of a written test weighted pass/fail. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **Written Test – Weighted PASS/FAIL**

WRITTEN TEST
SCOPE:

The scope of the examination consists of the following sub-tests:

Youth Correctional Officer

- 1. Basic Writing Skills Required for Success as a Youth Correctional Officer.
- 2. Reading and Comprehending Job-Related Material.
- 3. Basic Math Computations.

Youth Correctional Counselor

- 1. Basic Writing Skills Required for Success as a Youth Correctional Counselor.
- 2. Reading and Comprehending Job-Related Material.
- 3. Basic Math Computations.
- 4. Knowledge of Behavior and Counseling Techniques.

- VETERANS PREFERENCE:

Veterans preference credit will be granted in this examination. (See “General Information” for specific filing instructions.)
- CAREER CREDITS:

Will not be granted in this examination.
- QUESTIONS ?:

Contact the Department of the Youth Authority, Selection Services Bureau, 4241 Williamsborough Drive – Suite 115, Sacramento, CA 95823, (916) 262-1338.
- OVERVIEW OF THE SELECTION PROCESS:

Are you aware that, TO BECOME A PEACE OFFICER, you must meet specific physical, medical, personal background and special characteristic requirements? Each requirement will be measured, tested, and/or verified throughout the selection process. Read on for further information.

OVERVIEW OF THE SELECTION PROCESS								
Written Test	Eligible List	Contingent Job Offer	Vision Test Physical Ability Test	Background Investigation	Psychological Evaluation	Medical Examination	Training Academy	Report to Work

PERSONS APPOINTED AS A PEACE OFFICER MUST MEET THE FOLLOWING REQUIREMENTS:

- AGE LIMIT:

To be appointed as a Youth Correctional Officer/Youth Correctional Counselor, a person must have reached his/her 21st birthday.
- CITIZENSHIP REQUIREMENT:

Existing law provides that in order to be appointed to a peace officer position, a person must be either a United States citizen or a permanent resident alien who is eligible for and has applied for United States citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.
- FELONY DISQUALIFICATION:

If you answered “yes” to question #11 on the State application (Std. 678), you are disqualified from being employed as a peace officer under Government Code Section 1029 and your application for this examination will not be accepted.

Exception to the felony disqualification:

Ex wards of the Youth Authority may file an application provided that:

1. They have been honorably discharged by the Youthful Offender Parole Board, and

2. Five years have passed since the discharge, and

3. They have had no misdemeanor or felony convictions except for traffic misdemeanors since their discharge.
- FIREARM CONVICTION DISQUALIFICATION:

Anyone (1) restricted from possessing, carrying, or having under his/her control a firearm pursuant to Penal Code 12021; or (2) convicted of a misdemeanor crime of domestic violence under Title 18, United States Code, Section 922(g)(9); or (3) restricted under any other Federal or State law from possessing, carrying, or having under his/her control a firearm, is ineligible for appointment to any position in this classification.
- HIRING PROCESS:

Job offers are contingent on the applicant passing the physical ability test, vision test, psychological test, background investigation process, medical requirements, and maintaining the job standards until appointment.
- PHYSICAL ABILITY TEST – PASS/FAIL:

Prior to appointment, all applicants will be required to complete a Physical Ability Test (PAT). (Youth Correctional Officer and Youth Correctional Counselor incumbents will not be required to complete a PAT.) Each applicant’s blood pressure and pulse rate will be measured at the test site prior to the test. Each applicant’s resting blood pressure must be 160/100 or below and resting pulse at 100 or below in order to participate in the PAT. This test will consist of four parts which will simulate frequent critical activities performed by a Youth Correctional Officer/Youth Correctional Counselor.
- BACKGROUND INVESTIGATION PROCESS:

Pursuant to Government Code Sections 1029.1 and 1031(d), all persons successful in this examination who are not Department of the Youth Authority peace officers, shall be required to undergo a thorough background investigation prior to appointment.

Department of the Youth Authority peace officers who are successful in the Youth Correctional Counselor Examination shall be required to undergo a partial background investigation for verification of the experience and educational requirements of the minimum qualifications.
- MEDICAL REQUIREMENTS:

Prior to appointment, every applicant who is given a job offer will be required to undergo a medical examination, Mantoux Tuberculosis skin test and Spirometry test to determine that he/she can perform the essential functions of the job safely and effectively. This examination will be conducted by medical service providers located throughout the State and will be paid for by the Department.
- PSYCHOLOGICAL SCREENING:

After an applicant has been offered a job contingent on passing the medical examination, he/she will be scheduled for a psychological screening evaluation conducted by the State Personnel Board in accordance with the California Code of Regulations Sections 172.4 through 172.11.
- VISION REQUIREMENTS:

Applicants must meet the following vision requirements in order to be appointed to the position of Youth Correctional Officer/Youth Correctional Counselor:

• Corrected distance visual acuity of 20/20 or better in each eye; an uncorrected distance visual acuity of 20/60 or better in each eye; ability to pass the Farnsworth D-15 color vision test (normal color vision or only a mild to moderate color vision deficiency) and a peripheral field of view of at least 120 degrees of horizontal extent and 100 degrees of vertical extent, with no evidence of scotomas (nonseeing areas) within the full visual field of each eye.

TRAINING
ACADEMY
REQUIREMENTS:

Persons selected to be peace officers must satisfactorily complete 16 weeks of the Department’s Training Academy and site orientation. Failure to satisfactorily complete this training will result in rejection during probation.

In addition, persons selected as Youth Correctional Officer/Youth Correctional Counselors must complete the California Correctional Peace Officers Apprenticeship Program. (The apprenticeship program requires satisfactory completion of a minimum of 3,600 hours and two years of experience in the designated work progress categories.)

GENERAL INFORMATION

For an examination with a written test feature, it is the candidate’s responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, 4241 Williamsbough Drive, Suite 115, Sacramento, CA 95823, (916) 262-1338 three days prior to the written test date if he/she has not received his/her notice.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the department if the circumstances under which this examination plan changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Felony Disqualification: You are disqualified from being employed as a peace officer if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may answer “no” to question 11 on the application (Form 678) if your conviction(s) (1) have been sealed under Penal Code Section 851.8, and Health and Safety Code Section 11361.5, 11361.7(c); (2) have been expunged or are expungable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses.

High School Equivalence for Peace Officer Classes: Be a high school graduate, pass the General Education Development Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university. The high school shall be either a United States public school meeting the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education. This subdivision shall not apply to any public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior to the effective date of that amendment to be peace officer positions..

Veterans Preference: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an Open Examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. When credit is granted in an Open Nonpromotional Examination, it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for veteran and disabled veteran are available on the application for Veterans Preference form (SPB Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Policy of Nondiscrimination on Basis of Disability Statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsbough Drive, Suite 201, Sacramento, CA 95823, (916) 262-1475.

Appeal Information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. **The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information, or circumstances upon which the appeal is based.** Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco, and Los Angeles.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MISSION AND VALUES

The Mission of the Youth Authority is to protect the public from criminal activity by providing education, training, and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restitution; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency. In order to enhance our ability to accomplish our mission, we have a shared set of values. **We Value: The Worth of the Individual** – We treat all people with dignity, respect, and consideration. **People’s Ability to Grow and Change** – We believe people have the ability to grow and change, and we provide the opportunity for them to do so. **Staff as our Greatest Resource** – We encourage staff to develop personal and professionally and to participate in decision making. **Ethical and Moral Behavior** – We demonstrate a behavior which is fair, honest, and ethical both on and off the job. **Citizen Participation** – We invite public involvement, support, and assistance to plan, deliver, and evaluate programs. **Excellence** – Our performance demonstrates a commitment to and recognition of quality, dedication, and innovation. **A Safe and Healthy Environment** – We believe that physical and mental health are important, and our commitment is to provide a safe and secure work and living environment.

THE DEPARTMENT OF THE YOUTH AUTHORITY

Personnel Management Services Division
Recorded Examination Line: (916) 262-1328
Web Site Address: www.cya.ca.gov

California Relay Service for Hearing Impaired
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD device.